



2002 LAND USE APPLICATION REQUIREMENTS

(effective August 26, 2001; updated August 23, 2002)

Getting Information

Please visit the DCLU Applicant Services Center for application submittal information, 700 Fifth Ave., Suite #2000, Seattle, WA 98104-5070.

Sign up at the reception counter to see a Land Use Planner to get specific zoning and land use submittal information on your project. Ask about application forms, Client Assistance Memos, Director's Rules, Codes, and other documents to assist you in your project.

Making an Appointment

You must make an appointment with DCLU to bring in your application and plans. Call (684-8850) or visit the Applicant Services Center to make an appointment.

All applications involving earth disturbance (except lot boundary adjustments and unit lot subdivisions) require an initial Addressing/Records Research Worksheet (Project Number) and Pre-Application Site Visit Request Form be completed prior to making an appointment to bring in your application.

For applications that require the worksheet and pre-submittal site form, sign up to see a Permit Technician (8 - 10:30 AM, Mon., Wed., and Fri.) to process the completed form or mail it to DCLU.

If you had a Land Use Pre-Submittal conference, you will still need to complete a worksheet and see a Permit Technician. If your conference took place within the last 6 months, the fee for the Pre-Submittal will be credited to your application fees.

Paying Fees

Please find your application type in the table on the reverse side of this sheet. Minimum Review Fees and Zoning fees are collected at the **time of application**. An LBA application is \$1,250.00 for 5 hours of review time.

Type A Permit (Variances, Administrative Conditional Uses, Design Reviews and Environmentally Critical Area Exceptions). The minimum Land Use fee is \$1,620.00 for 20 hours of review time for one or more components in this category.

Type B Permit: (All Master Use Permits other than those listed above in Type A). The minimum review fee is \$2,632.00 for 10 hours of review time for one or more components in this category.

Combined Land Use Reviews (Type C Permit): (When one or more components from Type A are combined with one or more Type B components). The minimum review fee is \$3,897.00 for 16 hours of review time.

Design Review: For Early Design Guidance (Administrative) \$810.00 (First 1/2 of the minimum Land Use Fee) will be collected at the Pre-Design Application appointment. For Early Design Guidance that is or will be a component of a combined land use review (Type C), \$1,949.00 will be collected at the Pre-Design appointment.

The second 1/2 of the minimum Land Use Fee \$810.00 will be collected at the MUP application for Design Review (Administrative). When design review is combined with Environmental Review (SEPA) or another type B permit, the second 1/2 of a Type C will be collected at the MUP application in the amount of \$1,948.00

Additional Hourly Fees: An hourly rate of \$250.00 shall be charged for each hour of review time in excess of the hours included in the minimum review fees shown above.

Application Type	Form Required	# of Plans	Cover Sheets	Fees
Type A Permits -- Minimum Review fee is for 20 hours				
Admin. Conditional Use	CAM 211	3	Yes	\$1,620.00
Design Review	CAM 238			
Early Design Guidance	CAM 238	3	No	1/2 MUP Fee ⁵
Administrative	CAM 238	3	Yes	\$1,620.00 ⁵
W/ SEPA	CAM 238	3	Yes	\$3,897.00 ⁵
Variance	CAM 210	3	Yes	\$1,620.00
ECA Exception	CAM 328	3	Yes	\$1,620.00
Type B Permits -- Minimum Review fee is for 10 hours				
Council & Hearing Examiner Decisions				
Concept Approval	None	5	Yes	
Council Conditional Use	None	5	Yes	\$2,632.00
Full Subdivision	None	13	Yes	\$2,632.00
Major Inst. Master Plan	None	5	Yes	\$2,632.00 ¹
Rezone	CAM 228	5	Yes	\$2,632.00
Administrative Decisions				
SEPA - Early Review DNS & DNS	Checklist (5 copies)	3	Yes	\$2,632.00
SEPA (DS & EIS)	Checklist (5 copies)	3	Yes	\$2,632.00 ¹
General Develop. Plan	None	3	Yes	\$2,632.00
Shoreline Substantial Dev.	CAM 209	5	Yes	\$2,632.00
Shoreline Variance/CU	CAM 209	5	Yes	\$2,632.00
Short Plat	CAM 213A	8	No	\$2,632.00
Special Exceptions	None	3	Yes	\$2,632.00
Temporary Use (>4 weeks)	None	3	Yes	\$2,632.00
Environmentally Critical Area Decisions				
Cluster Housing Admin. CU	CAM 329	3	Yes	\$2,632.00
Yard or Setback Variance	CAM 330	3	Yes	\$2,632.00
Other Actions				
Design Rvw for Tree Protection				
Required (no other LU review)		3	Yes	\$1,000.00 ⁶
Elected by the Applicant		3	Yes	\$0.00 ⁷
Exemption Review	CAM 327	1	No	\$63.00 ²
Lot Boundary Adjustment	CAM 213B	8	No	\$1,250.00 ⁴
Shoreline Revision	Shoreline Revision	5	Yes	\$500.00 ³
Special Accommodation	CAM 239	3	Yes	\$500.00 ³
Environmental Review Sign	N/A	N/A	N/A	\$370.00
Recording Fee-Platting Actions	N/A	N/A	N/A	\$110.00
Sidewalk Cafe	CAM 225	4	No	\$1250.00 ⁴
SBO and Areaway	None	3	Yes	\$500.00 ⁵

Notes

1. In addition to the Minimum Review Fee, a 40-hour deposit (at \$250.00/hr.) is collected at application.
2. Additional hours of review in excess of one (1/2) hour will be assessed \$125.00/hour.
3. Additional hours of review in excess of two (2) hours will be assessed \$250.00/hour.
4. Additional hours of review in excess of five (5) hours will be assessed \$250.00/hour.
5. The second 1/2 of the minimum Land Use Fee will be collected at the MUP application stage for Design Review (**\$810.00** Type A, and **\$1,948.00** when combined with Type B).
6. Fee is for 10 hrs. of review. The second 10 hours will be assessed \$62.00/hour. \$250.00/hour will be assessed thereafter.
7. There is no fee for the first 10 hours of review. The second 10 hours will be assessed \$62.00/hour. \$250.00/hour will be assessed thereafter.